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FEDERAL LOGISTICS INFORMATION SYSTEM (FLIS) PROCEDURES MANUAL

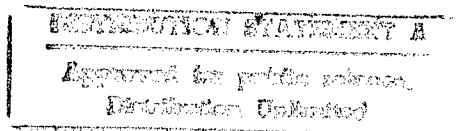
I. Volume 2, DoD 4100.39-M, 1 October 1996, change as follows: Remove pages listed below and insert revised pages. Additions and changes are indicated by *bold-face italic* type. Deletions are indicated in the Significant Changes paragraph below.

	<u>REMOVE OLD</u>	<u>INSERT NEW</u>
Table of Contents	1 thru 4	1 thru 4
Chapter 1	2.1-1 and 2.1-2	2.1-1 and 2.1-2
Chapter 2	2.2-1 and 2.2-2, 2.2-7 thru 2.2-10	2.2-1 and 2.2-2, 2.2-7 thru 2.2-10
Chapter 7	2.7-1 thru 2.7-5	2.7-1 thru 2.7-5
Chapter 12	2.12-1 thru 2.12-8	2.12-1 thru 2.12-8

II. SIGNIFICANT CHANGES

- A. The page changes are effective upon receipt.
- B. Significant changes for the entire manual this quarter and the applicable change number for each affected volume are listed on the change sheet for volume 1.

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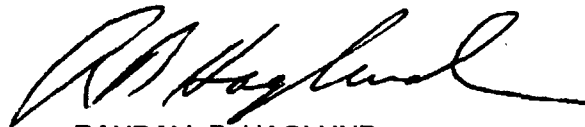
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CH 2
DoD 4100.39-M
Volume 2

III. This change sheet will be filed in front of Volume 2 for reference purposes after changes have been made.

BY ORDER OF THE DIRECTOR:



RANDALL B. HAGLUND
Colonel, USMC
Commander
Defense Logistics Services Center

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CHAPTER 1

SPECIAL OPERATING PROCEDURES FOR FEDERAL SUPPLY CLASSIFICATION (FSC) CLASSES ASSIGNED FOR INTEGRATED MANAGEMENT

2.1.1 Purpose and Scope

a. This chapter establishes procedures for cataloging all items assigned to DoD components or the General Services Administration for commodity integrated materiel management (e.g., a Defense Supply Center (DSC), U.S. Army Tank-Automotive Command (TACOM), GSA) and for cataloging all consumable items assigned to Military Services for weapons integrated materiel management.

(1) Assignments to Integrated Materiel Managers (IMMs) may be by complete Federal Supply Classification group or class or on a by-item basis as a result of item management coding or other item management decisions. By-item assignment includes specific approved exception items within primary FSC assignments of a IMM.

(2) Assignments to a Service Integrated Materiel Manager (IMM) will be on a by-item basis as a result of item management decisions.

b. This chapter is applicable to the Defense Logistics Agency (DLA), the Military Services, GSA, the Coast Guard, the Federal Aviation Administration (FAA), and other DoD activities (e.g., National Security Agency (NSA), and Defense Special Weapons Agency (DSWA)).

2.1.2. Principles of Operation

a. Cataloging Actions and Responsibilities of IMMs.

(1) This section applies to the submittal and collaboration of cataloging actions for items assigned to an IMM on the basis of FSC group or class or on a by-item basis.

(2) The full range of cataloging actions includes proposed new or revised item names, Federal Supply Classes (FSCs), Federal Item Identification Guides (FIIGs), and FIIG Appendix B reference drawings, logistics data changes, item identifications and related FLIS transactions or cataloging tools

prepared in accordance with this manual.

(3) Single Submitter Categories

(a) Category A Single Submitter. Where management responsibility includes all items of supply in a given FSC, the IMM is the sole submitter of cataloging actions, both new or changed data and new, reinstatement, or revised item identification, for items managed in the applicable class. This also includes proposals for new or revised cataloging tools related to FSCs under the activity's cognizance.

(b) Category B Single Submitter. Where management and cataloging responsibility is established on a by-item basis within a given FSC, the IMM is the sole submitter of proposed catalog data changes against existing items under management of that activity. This includes cataloging action, both new or changed data and new, reinstatement or revised item identifications, for items managed under the activity's cognizance.

b. Proposed New and Revised Item Names, FSCs, FIIGs and FIIG Appendix B.

(1) Military Services' and all other DoD Activities Proposals (including NSA).

(a) The DLA IMM will be the single submitting activity to DLSC for all Military Service and other DoD activities for cataloging tools development and maintenance.

(b) All proposed new and proposed revisions to cataloging tools that are originated by the Military Services or other DoD activities will be forwarded to the DLA IMM for review. The IMM will collaborate all proposals with other interested Military Service and DoD activities prior to submittal to DLSC.

(c) Proposed revisions to cataloging tools originated by the IMM will also be collaborated with other interested Military Service and other DoD activities prior to submittal to DLSC.

(2) Civil Agency Proposal. The GSA will submit all Civil Agency proposals directly to DLSC, other than those originated by FAA, VA, USDA, or the Coast Guard. The FAA, VA, USDA, NWS, DMA, and the Coast Guard will submit proposals directly to DLSC.

c. IMM Assignments on an FSC Basis. For items of supply assigned to an IMM on an FSC basis (see DoD 4140.26-M, Appendix A-1), all cataloging actions will be submitted and collaborated in accordance with section 2.1.3.

d. IMM Assignments on a By-Item Basis. For items of supply classified in those FSCs included in the IMM assignment but for which management is determined on a by-item management coding basis (see DoD 4140.26-M, Appendix B), all cataloging actions will also be submitted in accordance with section 2.1.3.

e. Cataloging Actions for Items Assigned to IMM. General IMM cataloging responsibilities are covered in section 2.1.4.

f. Special Cataloging Actions and Responsibilities for Items Exempt from Item Management Coding and Single Submitter Requirements. Items of supply classified in those FSC classes included in the IMM assignment (see DoD 4140.26-M, Appendix A-2) will be submitted in accordance with section 2.1.5.

g. Establishment and withdrawal of IMM cognizance in the FLIS data base will be in accordance with section 2.1.6.

h. The change of FSC for an item under the management of an IMM to an area under assignment to a different IMM, or to an area not under an IMM assignment, will be submitted in accordance with section 2.1.7.

i. Change of IMM. The change of management cognizance from an IMM to a different IMM will be submitted in accordance with section 2.1.8.

j. Cancellations (National Stock Numbers (NSNs) only). Cancel-Duplicate or Cancel-Use transaction shall be submitted in accordance with section 2.1.9.

k. General Maintenance Considerations. See section 2.1.10.

2.1.3 Cataloging Actions in Areas Assigned to IMM on an FSC or By-Item Basis

a. General Instructions. This section applies to the submittal and collaboration of all cataloging actions for items assigned to an IMM on the basis of a complete FSC or those items in FSCs included in the IMM assignment but for which management is determined on a by-item management coding basis. Cataloging actions include proposed new or revised item names, Federal Item Identification Guides (FIIGs), FIIG Appendix B, logistics data changes, item identifications, and related actions.

(1) The Defense Personnel Support Center (DPSC) functions as a single catalog data submitter on a complete FSC class basis for all assigned classes when category A single submitter criteria applies. The Defense Fuel Supply Center functions as single catalog data submitter in FSC classes 9130 and 9140. Single catalog data submitter responsibilities are as indicated in the Federal Catalog System Policy Manual, DoD 4130.2-M, and volume 13 of this manual.

(2) Category A Single Submitter. Where management responsibility includes all items of supply in a given FSC class, the IMM is the sole submitter of cataloging actions for items in the applicable class. This includes proposals for new or revised cataloging tools; new, reinstatement, or revised item identifications; and new or changed data related to existing item identifications such as add, delete, or change Major Organizational Entity (MOE) Rule data, changes in item status codes, add or delete references, etc.

b. Proposed New or Revised Item Names, FSCs,

CHAPTER 2

COLLABORATION/DATA EXCHANGE PROCEDURES PRIOR TO SUBMITTAL TO DLSC

2.2.1 Purpose and Scope

a. This chapter provides procedures for the collaboration of transactions prior to submittal to the Defense Logistics Services Center and the exchange of data when transactions require submittal to DLSC through another activity. Collaboration is the action necessary between participating activities when changes are being made to common interest items in the FLIS data base. Data exchange is the submittal of data, not requiring collaboration, through the single submitter to DLSC.

b. This chapter is applicable to the Defense Logistics Agency (DLA), Military Services, General Services Administration (GSA), the Coast Guard, the Federal Aviation Administration (FAA), National Security Agency (NSA), Defense Special Weapons Agency (DSWA), NWS, DMA, North Atlantic Treaty Organization (NATO), and other foreign countries. These procedures are limited to the collaboration/exchange of data related to proposed additions, deletions, reinstatements, or changes to the FLIS data base in the areas of item identification logistics data and item management status.

2.2.2 Consideration for Collaboration

a. Collaboration is not required:

(1) When the originating activity is the only recorded user and the Federal Supply Classification (FSC) is not subject to single submitter procedures.

(2) When the action results from a previously performed format coordination program.

(a) When the actions result from an item reduction study, only those cataloging actions that have been documented and fully coordinated within the study, need not be re-coordinated. (I.e., coordinated cancellations because of invalid reference data, cancel-invalid/cancel duplicate actions, and coordinated reference data deletions, additions or changes.)

(b) If the change has previously been coordinated with all data collaborators and the responsible Engineering Support Activity as a result of a DLA Request for Engineering Support, only those cataloging actions that have been documented and fully coordinated need not be re-coordinated (i.e., a fully coordinated in accordance with Joint Instruction DLAI 3200.I, PAM 715-13, NAVSUPINST 4120.30A, AFI 21-405, MCO 4000.56).

(c) If the change has previously been coordinated with the SICA and all data collaborators via JLC Form 17 or JLC Form 19 (in accordance with Joint Regulation AMC-R 700-99, NAVSUPINST 4790.7, AFLCR 400-21, MCO P4410.22C), no additional collaboration is required.

(3) When the revision, consolidation, or cancellation and replacement of a coordinated specification or standard FIIG revision has been concurred in by all interested activities, an II may be revised without collaboration provided (1) only the reply to the specification/standard requirement is changed, and (2) no change is made to the item of supply concept of the affected NSNs in the reference number portion of the cataloging record when the reference number is item identifying.

(4) A Type 2 item identification is being transferred to a Type 1, 1A, 4, or 4A item identification; a Type 4 item identification is being transferred to a Type 1 item identification; a Type 4A item identification is being transferred to a Type 1A item identification; or a Type 4B item identification is being transferred to a Type 1B Item identification.

(5) FSC changes that do not result in a change in the PICA and/or SICA.

(6) If an obvious error (such as the item identification does not agree with the technical documentation) is being corrected.

(7) When the manufacturer changes his part numbering system.

(8) When the manufacturer(s) is no longer in business or no longer manufactures the item, reference numbers may be recoded to RNCC-5/RNVC-9 without collaboration. However, the last reference number on the file may not be changed.

(9) Addition of a new RNCC-3 reference number need not be collaborated if the new RNCC-3 reference number is a result of a coordinated procurement action, i.e., it has been coordinated with the data collaborators and the responsible Engineering Support Activity.

(10) When none of the conditions cited in section 2.2.3 are present.

b. Collaboration is required:

(1) Prior to establishment, revision, transfer, reinstatement, cancellation, or change of data elements for an item identification in the FLIS data base; these actions will be collaborated when there is one or more data collaborator recorded in the FLIS data base. Appendix 2-2-A outlines collaboration requirements for specific Document Identifier Codes.

(2) When the FSC is subject to single submitter procedures. Activities designated as single submitters Category A and B shall collaborate changes to items for which they are responsible regardless of whether the responsibility is made on a Class or on a by item basis. Otherwise, activities designated as authorized submitters in accordance with this manual shall collaborate changes.

(3) Proposed changes to item names applicable to an II.

(4) Proposed changes to the FSC assigned to an II which results in a change in the PICA and/or SICA. In addition to collaboration with recorded users, collaboration will also be accomplished with the gaining IMM.

(5) Revisions of the technical content of a II (other than those caused by the revision, consolidation, or cancellation and replacement of a coordinated specification, standard, or Federal Item Identification Guide (FIIG) revision) that changes the item-of-supply concept. NOTE: However, if the change has been previously coordinated with all data collaborators and the responsible activity, such as the Engineering Support Activity or the Preparing Activity, it need not be recoordinates.

(6) When the revision, consolidation, cancellation, or replacement of a specification or standard concurred in by all interested activities results in changing the item-of-supply concept.

(7) Proposed additions, deletions, or changes to reference numbers related to source controlled IIs.

(8) Proposed addition or deletion of a reference number that controls the design of an item of production or an item of supply.

(9) Proposed change of an RNCC for which the reference number is coded RNCC 1, 2, or 3 (except for addition of a new RNCC-3 reference number as a result of a coordinated procurement action, i.e., it has been coordinated with the data collaborators and the responsible Engineering Support Activity).

(10) Proposed change of RNCC 4 to RNCC 2, or change of RNCC 5 to RNCC 1 or 3.

(11) When establishing a Service/Agency Designator Code (SADC) on a reference number coded with Reference Number Category Code (RNCC) C. Before establishing a Service as accepting the substitute item, the Integrated Materiel Manager (IMM) must have concurrence from all authorized data collaborators for that Service, unless the request to establish the SADC is from that Service.

(12) Transfer of a Type 2 II to a Type 1B or 4B II.

activity.

Items in commercial catalogs.

(5) The collaborating activity will forward in a single package all of the data which the receiving activity does not have and which is necessary for review. If this cannot be done by Electronic Data Transfer, the proposal will be mailed.

1. Responses to proposals will be returned within 60 days after initiation, except under the conditions stated in paragraphs 2.2.5.a.(2) and 2.2.5.b.(2). A statement of concurrence, nonconcurrence with justification, or no-interest will be returned to the proposing activity. If this response is not received within the 60-day period, a reply of no-interest will be assumed. However, an automatic Delete MOE Rule will not be made. If the proposal causes a MOE Rule add, change or delete, a reply within the timeframes is mandatory.

m. Nonconcurrence in Proposed Actions.

(1) When an activity is unable to complete a proposed action because of another activity's nonconcurrence, the initiating activity will notify collaborating activities originally contacted that the action will not be accomplished and why.

(2) When an initiating activity is unable to reconcile differences with nonconcurring activities, it may submit to DLA-MM a copy of the collaboration letter/action, technical justification, and all replies.

2.2.3 Conditions Requiring Collaboration and Special Considerations.

a. The following require collaboration:

(1) Revisions of the technical content of an FII other than those caused by the revision, consolidation, or cancellation and replacement of a coordinated specification, standard, or Federal Item Identification Guide (FIIG) revision that changes the item-of supply concept.

(2) When the revision, consolidation, cancellation, or replacement of a specification or standard concurred in by all interested activities results in changing the item-of-supply concept.

(3) Proposed additions, deletions, or changes to reference numbers related to source controlled FIIs.

(4) Proposed addition or deletion of a reference number that controls the design of an item of production or an item of supply.

(5) When establishing a Service/Agency Designator Code (SADC) on a reference number coded with Reference Number Category Code (RNCC) C. Before establishing a Service as accepting the substitute item, the Integrated Materiel Manager (IMM) must have concurrence from all authorized data collaborators for that Service, unless the request to establish the SADC is from that Service.

(6) Proposed changes to item names applicable to an FII.

(7) Proposed changes to the FSC class assigned to an FII.

(8) Proposed change of an RNCC for which the reference number is coded RNCC 1, 2, or 3.

(9) Proposed change of RNCC 4 to RNCC 2, or change of RNCC 5 to RNCC 1 or 3.

(10) Transfer of a type 2 FII to a type 1, 1B, 4, or 4B FII. NOTE: A type 2 Federal Item Identification representing a single item of production proposed for transfer to a type 1A or 4A does not require collaboration of the recorded using activities.

(11) Cancel-Duplicate transactions. When Cancel-Duplicate transactions (LKD) are proposed, the following actions concerning registration on the retained item will be taken:

(a) Collaborating activities not recorded on the

retained item shall be added by the submitter of the cancellation unless a statement of no-interest was specified on a reply to DD Form 1685. Supplementary data receivers/collaborators shall also be added to the retained NSN. When Services/Agencies reply to DD 1685s, they should indicate on the DD 1685 the data they want the activity proposing the cancellation to record on the retained NSN.

(b) If no reply is received within 60 days, or within 120 days if collaboration with NATO or foreign users is required concurrence will be assumed. The activity proposing the cancellation will continue processing the action and will add the Services/Agencies which did not reply within the 60/120 day time frame to the retained NSN. The collaborating activity will also add these Services'/Agencies' supplementary data collaborators/receivers to the retained NSN.

(c) Collaborating activity proposing the cancellation action will assure that the requested segment B registration is included in a package forwarded to the authorized submitting activity.

(d) Authorized submitting activity will assure that segment B registrations provided in a collaboration package are forwarded to DLSC.

(e) Civil Agency registration (Primary Inventory Control Activity Level of Authority (PICA LOA) 48) on the replacement item is a responsibility of the Civil Agency and/or its cataloging agent (i.e., the submitting activity reflected in the MOE Rule profile). Registration of NATO users on a replacement item is the responsibility of DLSC-SD.

(12) Cancel-Invalid transactions. See paragraph 2.2.3.a.(11).

(13) Cancel-Use transactions (DIC LKU) will be processed in accordance with paragraph 2.2.3.a.(11).

(14) Revision of an FSC class code.

(15) Segment H application of Phrase Codes A, C, E, F, G, K, L, M, N, P, Q, T, V, Z, and 7. Collaboration among the IMM and recorded users/collaborators will be accomplished. Non-response within established collaboration time frames will authorize the IMM to process the Phrase Code transaction and automatically record the non-responsive Service MOE Rule and supplementary data receivers/collaborators on the replacing NSN.

(16) The Master NSN for an I&S Family must be agreed to by all using Services/Agencies prior to the establishment of a DoD I&S Family.

(17) Any changes to Criticality Code H or Criticality M must be coordinated between all using services.

b. The following require special considerations:

(1) There are Document Identifier Codes and data elements that require special processing. The inputs and special processing required are listed in appendix 2-2-A.

(2) When the originator of a Follow-Up Interrogation (LFU) is not the original submitter of the proposed action, the transaction must be submitted to DLSC through the original submitter. In this case, block 8c of the DD Form 1685 is used.

(3) NSNs managed by GSA in DLA FSC classes or vice versa (see NSN listing disseminated by Distribution C/C Letter from DLSC). When a cancellation action or FSC change for an NSN listed in the Distribution C/C Letter is proposed, GSA or the Defense Supply Center proposing the action shall inform HQ DLA (ATTN: DLA-MMSL or DLA-OPL, respectively).

(4) When National Stock Number (NSN) has an effective dated action pending, the proposed change transaction being collaborated must take this information into consideration.

(5) Cancel-Duplicate transactions. When Cancel-Duplicate transactions (LKD) are proposed, the following actions concerning registration on the retained item will be taken:

(a) Collaborating activities not recorded on the retained item shall be added by the submitter of the cancellation unless a statement of no-interest was specified on a reply to DD Form 1685. Supplementary data receivers/collaborators shall also be added to the retained NSN. When Services/Agencies reply to DD 1685s, they should indicate on the DD 1685 the data they want the activity proposing the cancellation to record on the retained NSN.

(b) If no reply is received within 60 days, or within 120 days if collaboration with NATO or foreign users is required, concurrence will be assumed providing original receipt by the data receiver/collaborator has been verified. The activity proposing the cancellation will continue processing the action and will add the Service/Agencies which did not reply within the 60/120 day time frame to the retained NSN. The collaborating activity will also add these Services'/Agencies' supplementary data collaborators/receivers to the retained NSN.

(c) Collaborating activity proposing the cancellation action will assure that the requested segment B registration is included in a package forwarded to the authorized submitting activity.

(d) Authorized submitting activity will assure that segment B registrations provided in a collaboration package are forwarded to DLSC.

(e) Civil Agency registration (Primary Inventory Control Activity Level of Authority (PICA LOA) 48) on the replacement item is a responsibility of the Civil Agency and/or its cataloging agent (i.e., the submitting activity reflected in the MOE Rule profile). Registration of NATO users on a replacement item is the responsibility of DLSC-SD.

(6) Cancel-Invalid transactions. See paragraph 2.2.3.b(5).

(7) Cancel-Use transactions (DIC LKU) will be processed in accordance with paragraph 2.2.3.b(5).

NOTE: For cancel-use, and cancel-invalid when a NATO/foreign country is recorded on the item, the activity proposing the cancellation shall collaborate with DLSC, who will collaborate with the applicable country. This collaboration will be accomplished by DLSC subsequent to submittal of the proposed cancellation action.

(8) The Master NSN for an I&S Family must be agreed to by all using Services/Agencies prior to the establishment of a DoD I&S Family.

(9) Any changes to Criticality Code H or Criticality Code M must be coordinated between all using services.

c. Collaboration and Submittal of Cataloging Actions in Areas Assigned to Integrated Materiel Managers (IMMs) on an FSC Basis. The rules in this paragraph are applicable to item identification and other cataloging actions for all items assigned to a IMM on the basis of a complete FSC. (See paragraph 2.1.4.a(2) for the explanation of a category A single submitter.)

(1) Proposed Original and Reinstatement Item Identifications (IIs).

(a) Military Activity and IMM Proposals (including NSA and GSA when acting as an IMM). All original and reinstatement II are processed through, or by, the appropriate IMM which is the single submitting activity to DLSC.

(b) Civil Agency Proposals. Proposals originated by GSA (when not acting as an IMM), FAA, and the Coast Guard are submitted directly to DLSC in accordance with regular Civil Agency procedures.

(2) Proposed Changes to Item Identifications and Logistics Data. This paragraph applies to all revisions of published Federal Item Logistics Data Records (FILDRs); all transfers between the de-

scriptive and reference method; all add/delete reference number actions, item management status changes, withdraw or add MOE Rule actions and cancellations, regardless of type of item identification; and item (or part) name and FSC changes for type 2 IIs.

(a) Military Activity and IMM Proposals (including NSA and GSA when acting as an IMM). All data changes are submitted to the cognizant IMM which is the sole submitter to DLSC. The IMM is responsible for collaborating military or other DoD activity and IMM proposals with other military activities and Civil Agencies recorded as collaborators.

(1.) A proposal originated by a military or other DoD activity is forwarded to the cognizant IMM.

(2.) The IMM collaborates the proposed actin with all military activities and Civil Agencies recorded as collaborators.

(3.) Upon completion of collaboration, the IMM forwards the proposal to DLA-MMSL for approval.

(4.) A proposal originated by an IMM is collaborated in the same way.

(b) Civil Agency Proposals. All data change actions originated by GSA (when not acting as a IMM), FAA, and the Coast Guard are submitted directly to DLSC by the originating activities after required collaboration action. Civil Agency collaborates with the IMM and Civil Agencies recorded as collaborators in accordance with the following:

(1.) A proposal originated by a Civil Agency recorded in the central catalog file as a data submitter, receiver, and collaborator is collaborated with the IMM and with Civil Agencies recorded as collaborators.

(2.) The IMM further collaborates the proposal with military or other DoD activities recorded as collaborators. The IMM indicates concurrence of all such recorded activities when returning the proposal to the originating Civil Agency.

(3.) The Civil Agency forwards the collaborated proposal to DLA-MMSL for approval. NOTE: When a Civil Agency is receiving supply support from a IMM, any or all proposed data changes are submitted to the IMM for collaboration action and submittal to DLSC.

d. Collaboration and Submittal of Cataloging Actions in FSCs Assigned to IMMIs on a By-Item Basis.

(1) The rules in this paragraph apply to item identification and other cataloging actions for all items assigned to an IMM when both management and cataloging responsibility assignments are made on a by-item basis. (See paragraph 2.1.5.a(4) for explanation of category B single submitter).

(a) Submittal of supply support requests (DoD 4140.26-M, Defense Integrated Materiel Management for Consumable Items).

(b) Logistics transfers resulting from Item Management Coding (IMC) actions (DoD 4140.26-M).

(c) Items introduced by the Defense Medical Materiel Board through the Defense Personnel Support Center (DPSC) in FSC classes which are primarily for medical use (DLAR 5805.3, Defense Supply Center and Defense Depot Mission Statement).

(2) Originating activity proposed original and reinstated item identifications (including those from IMMIs) are submitted directly to DLSC. Item identification, management and user data for the IMM and each known interested military activity, and

CHAPTER 7

QUALITY CONTROL/QUALITY ASSURANCE PROGRAM

2.7.1 Requirement for Quality Control/Quality Assurance.

a. The Quality Control Effort will allow participants to determine and correct causes which prevent an Acceptable Quality Level (AQL) from being maintained and will ensure that all materiel including supplies, services and data obtained by or for the FLIS meet the following objectives:

(1) That FLIS materiel, data, supplies and services conform to specified FLIS requirements in this manual, the FLIS Functional Description, and the DoD Provisioning and Other Preprocurement Screening Manual.

(2) That specified requirements for FLIS materiel, data, supplies and services are practical and enforceable.

(3) That FLIS user dissatisfaction and mission ineffective are prevented or eliminated.

b. Definitions

(1) Acceptable Quality Level (AQL). The AQL is a designated value of percent defective that users indicate will be accepted most of the time by the acceptance Sampling Procedure to be used (MIL-STD-105-D Table 1. General Inspection Level II, Table II A). (NOTE: Sampling in accordance with MIL-STD-105-D will only be required by activities which now sample. Activities performing a 100 percent inspection will continue to do so unless circumstances dictate that they change to sampling. The AQL for both types of activities will be the same.) Acceptance of 95 percent of hand written worksheets and 97 percent of computer generated transactions will be the AQL for the FLIS.

(2) Clerical Error. The result of inaccurate preparation or placement of information.

(3) Defect. Failure to meet a standard.

(4) Error. Mistake in processing.

(5) Quality. The composite of data, materiel and services attributes including performance.

(6) Quality Control. That function of management relative to procedures, inspection edits, validation and verification necessary to ensure maintenance of the required quality in materiel, services, supplies and in the development, transmission, receipt, storage, retrieval and distribution of data necessary to provide a product of the required quality as required by the FLIS. It consists of evaluating performance in accordance with prescribed standards.

(7) Quality Assurance. A planned and systematic pattern of policy direction to provide adequate confidence that cataloging materiel, data, supplies and services conform to established technical requirements and achieve satisfactory performance. It includes developing and maintaining quality standards; measuring and comparing quality controlled performance to these standards; preparing and evaluating inspection reports and taking necessary action when standards or performance vary from the acceptable quality level.

(8) Rules Error. Apparent violation of a rule and/or procedures, e.g., relationship between two or more elements of data is required but does not exist.

c. Procedures, specific applications, standards and additional terms to the Quality Assurance Program (QAP) are contained in this manual.

d. The QAP consists of three basic steps:

(1) Step 1. Developing and maintaining Standards: Standards in the system consist of requirement rules, regulations, specifications for editing, standards, established goals of achievements, etc. Therefore, they must be current, definite, precisely and concisely stated, coordinated and available in a form equally usable by all participants.

(2) Step 2. Identifying conditions not in conformance with the standards: Rejects for each ap-

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plied quality check shall be identified by a structured coding system to feed back statistical reports to pinpoint violations of the standards and to permit the third step (corrective action) of a QAP to be implemented.

(3) Step 3. Action taken when performance to standards is not maintained: Once visibility of cause of error is achieved, there are two methods of instituting corrective action; either correct the actions of the preparer at the source of error generation, or correct the standards when they are the source of error or cannot be met.

e. Correcting errors determined by exercise of quality control is not sufficient for efficient management. Correcting repetitive kinds of errors will produce a good product but such action is wasteful. With proper feedback from quality control under a quality assurance program, the basic cause of such kinds of errors can be determined and will be eliminated.

f. Evaluation.

(1) Developed standards must be used to evaluate Quality in the FLIS. For the purpose of evaluation, performance will be computed as follows:

Total number of errors (clerical and rules categories) (Source IMSS-18) times 100 divided by total number of transactions.

(Credit deductions will be taken into account when Computing Performance Evaluations.)

(2) Defects. Defects are the results of errors or failures. Defects will be classified (as rules errors and clerical errors as reported in the IMSS-18) and identified by standard return codes shown in this manual and through manual reviews. In computing the defect rate, not more than one defect will be charged to a single transaction even though multiple errors exist.

g. Responsibilities.

(1) The Chief, Technical Information, Materiel Management Directorate, HQ DLA (MMSLP/LI) will:

(a) Designate a focal point for the conduct and execution of the FLIS QAP.

(b) Conduct periodic reviews to ensure currency of QA functions.

(c) Verify the effectiveness of standards to ensure system integrity and applicability. Perform program review and evaluation.

(d) Assign actions to various program participants.

(e) Review conflicts and serves as a final source of authority for decisions affecting FLIS policy/policy implementation.

(f) Analyze standard QAP statistical reports and initiate appropriate action when required.

(g) Publish return codes which are counted as error codes.

(h) Administer all authorized Files Compatibility Programs for the FLIS.

(2) DoD Components and GSA will:

(a) Take necessary action to ensure that participating activities comply with the QA disciplines.

(b) Analyze QAP performance statistical reports and initiate appropriate action when required.

(c) Exercise surveillance on output from DLSC for compliance with established standards.

(d) Perform coordination review of standards applicable to QAP.

(e) Develop and maintain quality standards of production and performance for those activities related to and/or affecting the quality of operational elements of the FLIS.

(f) Conduct inspections/reviews of data preparation/transmittal activities to ensure AQL achievement.

(g) Prepare periodic reports of quality findings as specified by MMSLP/LI.

(h) Initiate actions necessary to correct/prevent defects in design, production or performance of FLIS activities for which they are responsible.

(i) Participate in the FLIS Files Compatibility Program.

(j) Perform coordination review of standards with DLSC.

(k) Coordinate with personnel in programs interfacing the FLIS in order to develop standards improving the quality of data flowing into the FLIS.

(3) The Commander, Defense Logistics Services Center and Originating Activities will:

(a) Develop, maintain, and coordinate standards for the development of applicable machine and/or manual edits required to achieve an AQL. Make these specifications available, upon request, to participating activities.

(b) Develop edits, checks, and procedures in accordance with standards.

(c) Inspect incoming and outgoing FLIS cataloging and management data against approved standards for accuracy, completeness, format and appropriate inspection techniques to achieve the Acceptable Quality Level (AQL) and initiate corrective action.

(d) Review defects and defective data for

casual analysis, corrections, and future preventive actions.

(e) Recommend systemic changes to correct processing deficiencies or improve quality of output of related operations.

(f) Maintain auditable quality control inspection records, trend graphs, and statistical reports.

(g) Develop internal quality assurance/quality control implementing procedures to comply with this manual.

(h) Prepare and publish scheduled reports that indicate performance levels of incoming and outgoing FLIS data actions and their corresponding submitters and originators, as applicable.

(i) Provide adequate resources and training to maintain a QAP in all areas of the FLIS to support the overall objective.

(j) Operate/participate in the FLIS File Compatibility Program in accordance with this manual.

(4) The DLSC, in addition to the preceding responsibilities, maintains surveillance on input to FLIS from other participants sufficient to evaluate effectiveness of the QAP and provide data for establishing goals and required quality levels.

(5) All activities participating in the FLIS perform quality assurance/quality control functions to maintain an acceptable level of quality for all data transactions transmitted in the following categories:

(a) Submitting activity to DLSC.

(b) Originating activity to a submitting activity.

(c) Submitting activity to an originating activity.

(d) DLSC to submitting activity.

2.7.2 Reviewing Action by Interested Activities.

a. Review published cataloging data in a commodity area (Federal Supply Classification (FSC) group, class, or portion thereof) resulting from all action taken under these procedures.

b. Recommend to the Defense Logistics Services Center (DLSC) required changes to existing cataloging tools.

(1) Prepare separate correspondence for recommendations and proposals for each commodity area.

(2) Include technical references (manufacturer's part, drawing or model numbers, specification or standard numbers, etc.) and technical documents applicable to the items of supply requiring the revised cataloging tools.

(3) Where management responsibility includes all items in a given FSC class, forward the proposal to military activities for collaboration prior to submittal to DLSC.

c. Recommend to DLSC required changes to existing Federal Item Identifications (FIIs).

(1) Prepare separate correspondence for recommendations and proposals for each commodity area.

(2) Include technical references (manufacturer's part, drawing or model numbers, specification or standard number, etc.) and technical documents applicable to the items of supply requiring the revised FII.

(3) Paragraphs 2.7.1.c.(1) and 2.7.1.c.(2) apply only to interested activities not recorded nor desiring to be recorded in the FLIS data base as submitters of catalog data changes for the items involved.

(a) Activities which are so recorded or which desire to be recorded shall proceed in accordance with criteria for the authorized cataloging/management Service or Agency. This can be deter-

mined from activity code data in volume 10, table 104 and Major Organizational Entity (MOE) Rules in volume 13.

(b) Unrecorded activities will forward recommendations to a recorded catalog data submitter and inventory manager for review in accordance with criteria for the authorized cataloging/management Service or Agency listed in volume 10, table 104 and volume 13.

2.7.3 Reviewing Action by DLSC.

a. Performs continuing quality review of all names, Federal Item Identification Guides (FIIGs), reference drawings, and FIIs.

b. Develops recommendations and proposals for changes to existing Federal catalog data required to improve the quality and usefulness of FIIs in specific commodity areas.

c. Transmits proposals to interested activities for collaboration in accordance with chapter 2.2.

2.7.4 Action by Interested Activities on Data Circulated by DLSC.

a. Indicate concurrence or nonconcurrence with proposals circulated for collaboration.

b. Take necessary action to revise, transfer, or cancel (in accordance with volume 4 as indicated by DLSC) as a result of quality review.

2.7.5 Projected Work Load Schedule for Data Base Maintenance Projects.

a. Purpose. The schedule provides advance information concerning adjustment of the FLIS data base to ensure data base integrity, assess Service/Agency impact, and allow negotiation of the schedule.

b. Contents. The schedule lists all data base maintenance projects for which file data will be furnished to the headquarters cataloging offices

(HCOs) and/or appropriate cataloging activities for review and/or corrective action.

c. Authorization of Projects. All data base maintenance projects that will require Service/Agency review of FLIS data base data must be reflected in the Projected Work Load Schedule. Prior to being included in the schedule, the project must be processed in accordance with volume 1, section 1.4.3 (Preparation and Processing of System Change Requests (SCRs)), directed by Defense Logistics Agency (DLA) Headquarters, with Service/Agency coordination.

d. Maintenance. The schedule will be furnished on an annual basis and will be reviewed by DLSC quarterly for any additions, deletions, or changes.

e. Prioritization of Projects. Prior to publication of the annual schedule, pertinent data (i.e., projects, time frames, quantities) will be furnished to the HCOs. The HCOs will determine the priority sequence for the projects to be processed.

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